

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Lindsay Steward
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: May 26, 2018 Return: June 2, 2018  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington DC Destination: Tokyo Return city: DC
5. Sponsor(s) (who paid for the trip): Japan Center for International Exchange
6. Describe meetings and events attended: Attended various meetings with leading policy experts and high-level government, civil society, and private sector leaders
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Lindsay Steward DATE: 6/12/2018

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Kevin Brady DATE: 6/12/2018

SIGNATURE OF SUPERVISING MEMBER: Kevin Brady

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.


**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Japan Center for International Exchange
2. Travel Destination(s): Japan (Tokyo, Kyoto)
3. Date of Departure: May 26, 2018 Date of Return: June 2, 2018
4. Name(s) of Traveler(s): Lindsay Steward  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$3,226.61	\$1,146.76	\$537.52	\$0
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
Name: James Gannon Title: Executive Director  
Organization: Japan Center for International Exchange

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 435 West 29th Street, Suite 303, New York, NY 10001

Telephone number: 212-679-4130  
Email Address: jgannon@jcie.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives  
Committee on Ethics**

**TRAVELER FORM**

1. Name of Traveler: Lindsay Steward
2. Sponsor(s) (who will be paying for the trip): Japan Center for International Exchange
3. Travel destination(s): Tokyo, Japan and Kyoto, Japan
4. a. Date of departure May 26, 2018 Date of return: June 2, 2018  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
I'm professional staff on W&M Oversight Subcommittee. I conduct  
oversight of policy areas within W&M jurisdiction, such as tax, trade, &  
health. This trip will give me a broader perspective on these issues.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

**ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: April 24, 2018

  
Signature of Employing Member

**U.S. House of Representatives  
Committee on Ethics**

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): Japan Center for International Exchange
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
Please see attached.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: May 26, 2018 Date of return: June 2, 2018
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Japan (Tokyo, Kyoto)
  - c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. the sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

Japan Center for International Exchange is the sole sponsor of this trip, which is part of its US-Japan Political Exchange Program. JCIE promotes US-Japan dialogue in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☒ Bus ☒ Car ☒ Other ☐ (Specify: \_\_\_\_\_)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
approx. \$113

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
Tokyo offers the best access to leaders from Japanese government and various sectors of society. Kyoto is a city that has played a key role in global sustainability efforts and provides an "outside the beltway" perspective.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Hotel Otani Tokyo City: Tokyo Cost per night: \$202

Reason(s) for selecting: affordable price, convenient to the Japanese Diet

Hotel name: Kyoto Nikko Princess Hotel City: Kyoto Cost per night: \$202

Reason(s) for selecting: affordable price, access to site visits

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$3,095	\$1210	\$564
For each accompanying relative	N/a	N/a	n/a

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	
For each accompanying relative	N/A	

**NOTE: Willful or knowing misrepresentations on this form  
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: James Gannon

Title: Executive Director

Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, New York, NY 10001

Telephone number: 212.679.4130

Email address: jgannon@jcie.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics



Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Kenny Marchant, Texas  
Leonard Lance, New Jersey  
Mimi Walters, California  
John Ratcliffe, Texas

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

May 23, 2018

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

Ms. Lindsay Steward  
Committee on Ways and Means  
2018 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Steward:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Japan, scheduled for May 26, 2018, to June 2, 2018, sponsored by the Japan Center for International Exchange.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

Ms. Lindsay Steward  
Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks  
Chairwoman



Theodore E. Deutch  
Ranking Member

SWB/TED:tn



## **JCIE Congressional Staff Exchange Program in Japan**

### **House Invitees**

#### **Lindsay Steward, Professional Staff, House Ways and Means Committee**

Ms. Steward was chosen on the basis of recommendations by program alumni, as well as due to the degree to which deeper knowledge of the dynamics of US-Asia relations would help her advise her boss on US foreign policy issues. Japan is the most important US ally in Asia, an area of great significance for US trade and security. A well-rounded understanding of the dynamics of US-Japan relations and Japanese political, economic, and foreign policy will help her carry out her work more effectively as Congress continues to grapple with issues such as bilateral trade tensions, US-Asia security relations, and shared domestic challenges.

#### **Kayleigh Nauman, Legislative Correspondent, Rep. Sean Patrick Maloney (D-NY)**

Ms. Nauman was chosen on the basis of recommendations by program alumni, as well as due to the degree to which deeper knowledge of the dynamics of US-Asia relations would help her advise her boss on US foreign policy issues. Japan is the most important US ally in Asia, an area of great significance for US trade and security. A well-rounded understanding of the dynamics of US-Japan relations and Japanese political, economic, and foreign policy will help her carry out her work more effectively as Congress continues to grapple with issues such as bilateral trade tensions and US-Asia security relations.

#### **Hilary Ranieri, Military Legislative Assistant, Rep. Cathy McMorris Rodgers (R-WA)**

Ms. Ranieri was chosen on the basis of recommendations by program alumni, as well as due to the degree to which deeper knowledge of the dynamics of US-Asia relations would help him advise his boss on US-Asia trade and foreign policy issues. Japan is the most important US ally in Asia, an area of great significance for US trade and security. A well-rounded understanding of the dynamics of US-Japan relations and Japanese political, economic, and foreign policy will help him carry out his work more effectively as Congress continues to grapple with issues such as bilateral trade tensions and US-Asia security relations, as well as shared domestic challenges including taxation and public sector financing.

### **Senate Invitees**

Beth Vrabel, Senior Health Counsel, Senate Finance Committee

Matthew Fuentes, Health Legislative Aide, Office of Senate Majority Leader Charles Schumer

Jeyben Castro, Outreach Director, Senate Finance Committee Hispanic Affairs Task Force

Nathan Robinson, Professional Staff, Senate Committee on Appropriations

Japan Center for International Exchange (JCIE)

**US Congressional Staff Exchange Program**  
2018 Delegation to Japan

May 26–June 2, 2018

**SCHEDULE**

**Saturday, May 26**

12:35 Depart Washington Dulles International Airport [UA803]

**Sunday, May 27**

15:25 Arrive at Narita Airport

16:15-17:45 Travel to Tokyo, check in to Hotel New Otani

18:00- 20:00 **Orientation dinner**

**Monday, May 28**

8:40-8:55 Travel via taxi from hotel to JCIE office

9:00-9:30 **Overview of Program** [JCIE]

*Welcome and brief background on the week's program, resource people, and key issues in US-Japan relations.*

9:30–10:30 **“The Japanese Way of Politics”** [JCIE]

Gerald Curtis, Burgess Professor Emeritus, Columbia University; Senior Fellow, JCIE

*Background on the Japanese political system, top issues in the domestic political debate, and the implications for US-Japan relations by the most prominent American expert on Japanese politics*

10:45-11:45 **“Japan's Foreign Policy Priorities”** [JCIE]

Hitoshi Tanaka, Senior Fellow, JCIE; Chairman, Institute for International Strategy (IIS), Japan Research Institute, Ltd; Former Deputy Foreign Minister of Japan

*Discussion with one of Japan's leading foreign policy strategists on Japan's foreign policy priorities as well as on his personal experiences conducting high-level negotiations with North Korea*

11:45-12:00

Travel by taxi to restaurant

12:00-13:30

**Briefing by Ministry of Foreign Affairs – “The US-Japan Alliance and Economics Ties”** [Restaurant TBD]

4~5 senior Japanese foreign ministry officials

*Lunch discussion with senior officials from the Ministry of Foreign Affairs' North American Bureau on US-Japan security relations, trade, security, and other areas of bilateral cooperation*

13:30-14:00

Travel to US Embassy; proceed through security

14:00-15:00

**US Embassy Briefing on US-Japan Relations** [US Embassy]

3~5 US Embassy representatives

*Briefing on issues in US-Japan relations including military bases in Japan, the role of the US-Japan alliance in terms of policy towards North Korea and China, trade relations, etc.*

15:15-15:30

Travel to Diet Building

15:30-16:30

**Briefing on the National Diet of Japan and Guided Tour of the Diet**

*Guided tour of the National Diet Building by Diet staffers and explanations of the functioning of Japan's legislature and the role of legislative aides in the Japanese system*

16:30-17:30

**Discussion with Former Foreign Minister Fumio Kishida**

Hon. Fumio Kishida, Chairperson, Policy Research Council, Liberal Democratic Party (LDP); former Minister of Foreign Affairs; Member, House of Representatives

*Discussion on the priorities of Japan's ruling party, the LDP, and a senior leader's view of US-Japan relations. As chair of the LDP's Policy Research Council, Representative Kishida is one of the most prominent powerbrokers in the party and he is widely considered to be the most likely candidate to succeed Prime Minister Abe in the premiership.*

17:30-17:45

Return to hotel

18:30-20:00      Informal Group Dinner

**Tuesday, May 29**

8:00-9:15      **Breakfast Roundtable with Up-and-coming Leaders in the Japanese Diet**  
[Hotel New Otani]

Hon. Takao Ochi, Member, House of Representatives (LDP)  
Hon. Mizuho Onuma, Member, House of Representatives (LDP)  
Hon. Keisuke Suzuki, Member, House of Representatives (LDP)  
Hon. Yuichiro Tamaki, Member, House of Representatives (Party of Hope)  
Hon. Kiyohiko Toyama, Member House of Representatives (Komeito)  
Hon. Miki Yamada, Member, House of Representatives (LDP)

*Roundtable discussion with 5~8 Diet members in their 40s and 50s on how Japanese legislators view US-Japan relations and what they feel the key priorities need to be.*

9:15-10:00      Travel to Meguro Air Base

10:00-11:30      **“Japan’s Security Policy and the Self Defense Forces”**  
[Air Staff College-Meguro Airbase]

Cmdr. Jun Nagashima, Commandant, Air Staff College/Meguro Air Base; Commander, Meguro Air Base, Japan Air Self Defense Forces  
*Briefing on Japanese security policy and capabilities relevant for a contingency on the Korean Peninsula as well as other key issues in US-Japan defense relations*

11:30-12:00      Travel to JCIE Office

12:00-14:00      **“Roundtable on US-Asia Relations with Foreign Policy Experts”**  
[JCIE]

Kazuko Kojima, Associate Professor of Law, Keio University  
Tetsuo Kotani, Associate Professor, Meikai University  
Satoru Mori, Professor, Faculty of Law, Hosei University  
Toshihiro Nakayama, Professor, Aoyama Gakuin University  
Ryo Sahashi, Associate Professor of International Politics, Kanagawa University  
Yasuyo Sakata, Professor, Kanda University of International Studies

*Panel discussion on regional relations in East Asia with mid-career experts on US-Japan relations, as well as relations with Korea, China, and Taiwan.*

## “Healthcare Systems & Financing – Japan’s Experience”

[JCIE]

Naoki Ikegami, Professor and Chair, Health Policy and Management,  
School of Medicine, Keio University

*Briefing on Japan's healthcare system and ways in which policymakers address various issues such as containing medical costs, dealing with an aging population, and maintaining quality of service*

15:30-15:50

Walk to Diet Building; go through security

16:00-17:00

### **“Women in Politics – Discussion with Women Diet Members”**

Hon. Hanako Jimi, Member, House of Councillors

Hon. Ayuko Kato, Member, House of Representatives

Hon. Hiroe Makiyama, Member, House of Representatives

*Discussions with legislators about the challenges that they have faced as women face in Japanese politics, how things have changed, and successful the Japanese government's "womenomics" initiative has been in making it easier for women to participate in Japan's workforce*

17:00-17:15

Return to hotel

18:00

Dinner not scheduled (on own)

**Wednesday, May 30**

9:00-9:30

Travel to Ministry of Foreign Affairs; go through security

9:30-10:30

## “Japan’s Trade Policy and Prospects for TPP Expansion”

[MOFA]

Atsuyuki Oike, Deputy Chief Negotiator of Governmental Headquarters  
for the TPP

*Briefing on Japan's trade policy, the contents and strategic implications of the TPP-11 trade deal, and the prospects for expanding it to include the United States, Korea, and other countries.*

10:40-10:55

## Walk to Ministry of Transportation

11:00-12:00

## Briefing on Japan's Transportation Infrastructure & Financing

[Ministry of Transportation]

Ministry of Transportation Officials



*Briefing on Japanese transportation infrastructure, particularly high-speed rail and new technological developments as well as how issues such financing are navigated*

12:00-12:30 Travel to Japan Business Federation Headquarters

12:30-13:30 **“Japanese Business Perspectives on US-Japan Economic Relations”**  
[Japan Business Federation Headquarters]

Business leaders from member companies of the Japan Business Federation (Keidanren)

*Roundtable discussions with 6-10 business executives from top Japanese companies on US-Japan trade relations, market access and non-tariff barriers, and investment in the United States*

13:30-14:00 Travel to House of Representatives Diet Office Building

14:00-15:00 **Opposition Views on the Japanese Political Agenda**  
[House of Representatives Diet Office Building]  
Kiyomi Tsujimoto, Chairperson, Diet Affairs Committee, The Constitutional Democratic Party of Japan; Member of House of Representatives

*Discussion with a senior member of one of the main opposition parties about the direction of the Constitutional Democratic Party's policy initiatives and the influence of minority parties in Japan*

15:15-15:30 Return to hotel

15:30-17:30 Free time

17:30 Meet in hotel lobby

17:40-17:55 Travel to restaurant

18:00-20:00 **“One-on-One Breakout Dinner Discussion on US-Japan Relations”**

Foreign policy experts, young government officials, business leaders, and Diet staff

*The participants will split up, with each being paired with 2-3 English-speaking foreign policy practitioners and experts for dinner discussions on key issues in US-Japan relations. These people will be drawn from the alumni of the “Tanaka Juku” study group on foreign policy issues.*

20:00-20:15 Return to hotel

## Thursday, May 31

- 9:00-9:30 Leave hotel by van, and travel to Tokyo Station
- 9:30-10:30 **Briefing & Guided Tour of Tokyo Station Control Center**  
*Briefing on Japan's railway system and guided tour of the train control center at Tokyo Station, one of Japan's biggest train stations and the terminus for all bullet trains to Tokyo*
- 11:00-13:17 Bullet Train from Tokyo Station to Kyoto Station (Lunch on train)
- 13:30-14:00 Travel by taxi to Hotel Nikko Princess Kyoto and check-in
- 14:30-15:00 Travel to Kyoto City Hall
- 15:00-16:00 **Kyoto City Hall Briefing—Kyoto's Sustainability and Local Economic Revitalization Agenda**  
*Briefing from Kyoto city hall officials on Kyoto's unique sustainability and economic revitalization efforts*
- 16:00-16:30 **Meeting with Kyoto Mayor Daisaku Kadokawa**
- 16:30-17:00 Return to hotel
- 18:00 Informal dinner

## Friday, June 1

- 9:00-9:30 Travel to Office of Rep Seiji Maehara
- 9:30-10:30 **Campaigning Japanese Style—Briefing from Local Diet Staff**  
Office of Representative Seiji Maehara  
*Briefing by district staff for Representative Seiji Maehara (former Minister of Foreign Affairs, former Secretary General, Democratic Party of Japan) on how Japanese campaigning and constituent services operate at the local level, what are the key issues that local constituents find most critical, and how foreign relations resonate at the district level.*
- 10:30-11:00 Travel to Kyomachiya site
- 11:00-12:00 **Briefing and Site visit on Urban Sustainability & Historical Preservation – Preserving Kyoto's Machiya**  
Takahiko Otani, President, Kyo Machiya Revitalization Study Group

*Briefing and site visit with citizen's group that has let a city-wide initiative to save Kyoto's traditional 'machiya' style buildings and help businesses and residents renovate them for modern use in order to preserve the city's historic legacy and spur community revitalization*

12:00-12:15 Travel to Kamishichiken Area

12:30-14:00 **Visit to Kamishichiken Kurosuke and Lunch Discussion on Local Economic Revitalization**

Sadato Kurotake, President, Kurochiku Co.

*Lunch discussion with a local Kyoto entrepreneur who has succeeded in leveraging Kyoto's traditional heritage to create a series of retail businesses, restaurants, and cultural initiatives that relay Japan's traditional culture to the outside world.*

14:00-14:30 Travel to Daitokuji area

14:30-15:30 **"Religion in Japanese Politics and Society"**

Chief Abbot, Daitokuji Daisenin Temple + others

*Briefing on the role that Buddhism and other religions play in contemporary Japanese society and how they influence the political debate by the leader of the head temple of the Rinzaï sect's Daitokuji school of Zen Buddhism.*

15:30-16:00 Travel to Ritsumeikan University

16:00-17:00 **Ritsumeikan University Briefing on Disaster Preparedness**

Prof Takeyuki Okubo, Director, Institute of Disaster Mitigation for Urban Cultural Heritage, Ritsumeikan University

*Briefing on local level disaster preparedness in a city that is host to one of the largest concentrations of UNESCO World Heritage Sites in the world.*

17:00-17:20 Travel to hotel

18:00-20:00 **Wrap-up dinner and debriefing**

## **Saturday, June 2**

5:45 Check out of Kyoto Nikko Princess Hotel, depart for Itami Airport

7:45-9:05 Fly from Osaka Itami Airport to Narita Airport

11:00 Depart Narita Airport to IAD; arrive 10:40 am on Saturday